



<b>SUPER AGENT LICENCE</b>	
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• Any corporate entity registered with Corporate Affairs Commission (CAC), with Memorandum and Article of Association (MEMART) stipulating this line of business</li> <li>• Must be a company with an existing business, operational for at least 12 months</li> <li>• Must obtain a reference letter from a Financial Institution (FI) as part of its documentation for licence.</li> <li>• Must have a minimum of 50 agents.</li> <li>• Board Approval</li> </ul>
<b>SHAREHOLDERS' FUNDS UNIMPAIRED BY LOSSES</b>	<p>N50,000,000.00 (Shareholders' Funds Unimpaired by Losses)</p> <ul style="list-style-type: none"> <li>○ Audited Financial Statement of the Company</li> <li>○ Current paid up capital and plan for future increase</li> <li>○ Escrow SHF into CBN PSP SHARE CAPITAL DEPOSIT Account No.1000014009</li> </ul>
<b>CONTACT</b>	<p>All written application should be addressed to the Director, Banking &amp; Payments System Department, Central bank of Nigeria and accompanied with the licence requirements</p>
<b>LICENCE REQUIREMENTS.</b>	<ol style="list-style-type: none"> <li>1. Certificate of Incorporation of the company</li> <li>2. The company's profile; detailing current type of business operation, products and services <ul style="list-style-type: none"> <li>○ Holding Company or Parent Company (if any)</li> <li>○ Details of ownership: private/public; ultimate parent; any significant changes in ownership in the last two years</li> <li>○ Total number of employees</li> <li>○ Organogram</li> <li>○ Functional address, contact e-mails and telephone numbers</li> <li>○ Memorandum &amp; Articles of Association</li> <li>○ Forms C02 (Return on Allotment of shares)</li> <li>○ C07 (Particulars of Directors)</li> </ul> </li> </ol>

3. Bank Verification Number (BVN), CVs, photocopy of Identity (preferably International Passport) of Board (including Non-Executive Directors) and Top Management team, and Taxpayer Identification Number (TIN) of company
4. Feasibility Study
5. Information Technology Policy of the Company including:
  - a. Privacy Policy
  - b. Information Ownership/Disclosure/Loss Policy
  - c. Backup and Restore Policy
  - d. Network Security Policy
  - e. Encryption Policy
  - f. Confidential Data Policy
  - g. Password Policy
  - h. Third Party Connection Policy
  - i. Incidence Response Policy
  - j. Physical Security Policy
6. Enterprise Risk Management Framework
7. Dispute Resolution Framework
8. Contingency and Disaster Recovery Plan (Business Continuity Programme)
9. Tax Clearance Certificate for three (3) years of each party in the Company
10. A document that shall outline the strategy of the shared agent network including current and potential engagements, geographical spread and benefits to be derived.
11. Reference letter from bank.
12. Qualifying criteria for engaging agents e.g.
  - a. Outreach
  - b. Competence
  - c. Integrity
  - d. Others

	<p>13. Draft Service Level Agreements (SLAs) with sub-agents and FI Agent Banking Contract</p> <p>14. Risk management, internal control, operational procedures and any other policy and procedures relevant to the management of an agent banking arrangement.</p> <p>15. Procedures for KYC and AML/CFT compliance</p> <p>16. Fraud detection plan and standard of care</p> <p>17. Consumer Protection Policy and Procedure Board Approval</p>
<b>APPLICATION FEE</b>	<p>18. Payment of non-refundable application fee of N100, 000.00 (One hundred thousand naira) payable to the CBN via the RTGS No. NGN140230089/ABJ.</p> <p>19. Licensing fee of N1, 000,000.00 payable before the issuance of the final licence</p>
<b>LICENCE VALIDITY</b>	<p>20. Approval-In-Principle for six (6) Months</p> <p>21. Licence Validity is three (3) years – Renewable</p> <p>22. Others as advised from time to time by the Bank</p>